

## JOB DESCRIPTION

### **Realty Officer** – Real Property Management Hoopa Valley Tribe

#### DESCRIPTION

The Realty Officer learns to manage all transactions involving the lands held by the Tribe and the lands and other trust assets of individual Indians that are under the jurisdiction of the Tribe.

#### FUNCTION & ROLE

The Realty Officer function is to be involved in all communication and decision-making associated with the aforementioned transactions and to establish and maintain accurate record keeping of such transactions. The role of this position is to ensure the protection of the interests of those who benefit from the trust, i.e. the Tribe or the individual.

#### RESPONSIBILITIES & DUTIES

Overall, the Realty Officer will demonstrate good initiative to get tasks or projects started, followed up on and completed once identified.

The Realty Officer will conduct research, establish paper trails, coordinate communications between clients and third parties, and mobilize any available resources to do the following:

- Resolve land disputes regarding boundary, landholding or rights.
- Fulfill the requests of clients and to settle disputes for clients in the realm of conveyances, estate planning, probate preparation, and other items pertaining to trust asset management.
- Implement the plans of the Land Commission
- Come up with solutions or alternatives to any situation
- Identify and eradicate deficiencies within the Department

The Realty Officer will also do the following:

- Complete all forms relating to trust asset management.
- Create or adopt from other sources systems of regulation, standards, procedures, and evaluation for Realty operations where they are lacking.
- Provide orientation to all clients as to parcel acquisition, development, use, rights, and other things that promote the orderly growth of this community.
- Create or adopt from other sources a plan to deal with the backlog of land applications.
- Based on current business or for the need of new projects, determine the subject matter for meetings of the Land Commission, and will facilitate meetings for the same.
- Carry out other duties as assigned by the immediate supervisor.

## SPECIFIC QUALIFICATIONS

The following are prerequisite to the position:

- Four-year college degree in a field that involves social dynamics, critical thinking, technical writing and precision
- The personality and comportment to maintain a client-friendly and professional work environment.
- Background in clerical, secretarial or managerial work in a field that involves social dynamics, critical thinking and precision.

One of the following two types of professional background is preferred but not required of the applicant for the position:

1. Prior employment and experience, or completed certified education to operate as a title specialist, agent or officer within the setting of a title company or similar firm.
2. Prior employment and experience, or completed certified education to operate as a realty specialist, agent or officer within the Bureau of Indian Affairs system

The recruit for the Realty Officer position must be knowledgeable of fundamental title principles and concepts, must have the ability to use the associated terminology correctly, and must have the expertise to apply such principles and concepts appropriately.

For a recruit with BIA Real Property Management experience, the individual must have the ability to identify, explain and demonstrate the methods used by the Bureau and Compacting tribes to manage the trust assets of tribes and individual Indians. This includes the ability to identify and handle documents and forms associated with trust transactions. [TSR's, Allotment or Estate Records, Index and Heirship cards, etc.]

The recruit must have an explicit command of the English language, in that he or she must possess excellent writing skills and a highly professional and articulate manner of speech. Overall, the recruit must essentially have the noticeable ability to put his or her thoughts into words quickly and effectively.

The recruit must be more than computer literate, in that he or she must be fluent in the use of word processor, database and spreadsheet programs.

The recruit must not have a criminal or felony record.

## EXPECTATIONS

The Realty Officer is expected to do the following:

- Continually demonstrate effective reasoning and critical thinking skills.
- Consistently document the identification, scheduling, completion, and evaluation of tasks and projects.

- Demonstrate a high degree of initiative in forming ideas and future projects. Promptness in the handling of client matters must also be demonstrated.
- Set good examples of appearance, conduct and manner of speaking for peers and subordinates.
- Perform in a manner which raises public confidence in the Realty program.

## ORIENTATION

The Realty Officer receives direction from the Survey Technician on how to go about learning the functions of trust asset management. During the introductory phase of employment, the Realty Officer will be expected to provide substantial input for the resolution of disputes, although the Survey Technician will render final determinations.

## ANNUAL EVALUATION

The performance of the Realty Officer is evaluated by the Survey Technician quarterly or annually. Standards of general performance are laid out in the Manual of Operation for Real Property Management. The evaluation can be conducted in any form or extent but must always account for the following:

- Knowledge and competence, which is revealed in the use of terminology, the timeliness of resolution, consistency of accomplishment, the efficiency of work spent on projects and tasks, and the quality of end results
- Integrity, which is revealed in how much confidence and trust the public can place upon the person holding the position
- Intelligence, which is revealed in the following ways:
  - How well the person is able to retain things that have been learned
  - How well the person is able to apply knowledge effectively to tasks
  - The readiness to seek out to learn things unknown
  - No problem understanding standard to complex forms of the English language, which is further revealed in writing ability and the ability to speak properly, in ways that are suitable for a variety of audiences
  - No problem understanding the Manual of Operation and what he or she has been set out to do in the position held
- Creativity, which is revealed in how the person in the position contributes to the improvement of things that are already adequate, or to the creation of useful things not thought of before.
- Thoroughness, which is revealed in the ability to avoid missing details in communication and documentation that can lead to disastrous consequences
- Attention to detail, which is revealed in the ability to avoid illegal actions or careless and costly mistakes
- Presence of mind, which is revealed in the ability to identify and remember other variables or factors in decision-making
- Wisdom and good judgment, which is revealed in the satisfaction of clients and the prevalence of law

- Initiative, progress, completion and documentation, which is tracked by reviewing all lists, schedules, reports and all other documents written
- The progress of action to eradicate deficiencies within the program, which tracked by evaluating the significance of such accomplishments

## CONDITIONS

In general, the recruit will be tested to ascertain his or her level of knowledge in the areas including, but not limited to, the following:

- Bundle of rights
- Instruments of conveyance
- Chain of title
- Exceptions
- Encumbrances
- Condition of title
- Land description

The person with BIA Real Property Management experience will be tested to evaluate the degree of knowledge in areas including, but not limited to, the following:

- Undivided ownership
- Partitions
- Trust interest versus fee simple title
- Rights of way over Indian lands
- Leasing and permitting
- Acquisition and disposal
- Compliance

A background investigation will be conducted to verify that the recruit has no criminal or felony record. As far back as feasible, a previous employer check will be conducted to verify claims made by the applicant.

The Realty Officer position operates on introductory status for the first 90 days of employment. At the end of the introductory period, the Realty Officer is evaluated, after which a decision is made whether to place him or her on permanent status or to extend the introductory period for another 90 days.

The Realty Officer will undergo outside formal training for things related to the position as much as possible, as long as there are funds to cover it.

## BENEFITS

All of the benefits associated with standard full-time permanent employment will be afforded to the person hired as the Realty Officer after the 90-day introductory period.

## GENERAL QUALIFICATIONS

The applicant for the Realty Officer position is subject to the general qualifications as required for standard employment under the Hoopa Valley Tribal Government.